

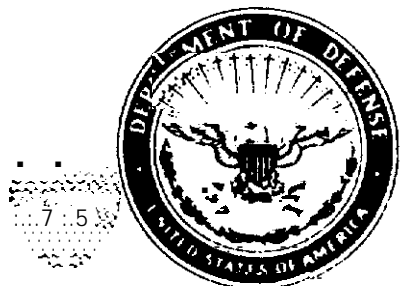


DOD POSTAL MANUAL

VOLUME II

FEBRUARY 1987

“ OFFICE OF THE ASSISTANT” SECRETARY OF DEFENSE
... (ACQUISITION AND LOGISTICS) .“



ACQUISITION AND
LOGISTICS

THE OFFICE OF THE ASSISTANT SECRETARY OF DEFENSE

WASHINGTON, D.C. 20301-8000

FOREWORD

Volume II of this Manual is issued under the authority of DoD Directive 4526.6, "Single Manager for Military Postal Service, " May 5, 1980. It prescribes uniform procedures and responsibilities for the administration and operation of the Military Postal Service (MPS) .

DoD 4525.6-M, "DoD Postal Manual," Volume II, May 1982, is hereby canceled.

This Manual applies to the Office of the Secretary of Defense (OSD), the Military Departments, the Organization of the Joint Chiefs of Staff (OJCS), the Unified and Specified Commands, the Defense Agencies, and activities administratively supported by OSD (hereafter referred to collectively as "DoD Components"). The term "Military Services," as used herein, refers to the Army, Navy, Air Force, Marine Corps, and the Coast Guard (when operating under the Department of the Navy). The term "major command," as used herein, refers to subordinate commands of the Military Services having MPS support responsibility in an assigned area.

This Manual is effective immediately and is mandatory for use by all DoD Components that operate and use the MPS. "Major commanders may issue supplementary instructions only when necessary to provide for unique requirements in their respective commands- Any supplementary instructions shall be approved by the Executive Director, Military Postal Service Agency (MPSA), before publication. Copies of any supplementary instructions shall be provided to the MPSA.

Send recommended changes to the Manual through channels to:

Executive Director
Military Postal Service Agency
ATTN : MPSA-OP
Alexandria, VA 22331-0006

DoD Components may obtain copies of Volume II through their own publication channels. Other Federal Agencies and the public may obtain copies from the U.S. Department of Commerce, National Technical Information Service, 5285 Port Royal Road, Springfield, VA 22161.

Records responsibility for publication is assigned to the Adjutant General Office, Department of the Army. This responsibility includes the retirement of records.

Maurice N. Shriber
Maurice N. Shriber

Deputy Assistant Secretary of Defense
(Logistics)

DoD POSTAL MANUAL

VOLUME II

MAIL HANDLING AND DELIVERY PROCEDURES FOR MILITARY POST OFFICES MAILROOMS AND
POSTAL SERVICE CENTERS

TABLE OF CONTENTS

	<u>Page</u>
CHAPTER 1 - GENERAL PROVISIONS	
100. Purpose	1-1
101. Applicability	1-1
102. Policy	1-1
103. Channels of Communication	1-2
CHAPTER 2 - POSTAL SERVICE AT MILITARY INSTALLATIONS SERVED BY THE U.S. POSTAL SERVICE	
200. Purpose	2-1
201. Responsibilities	2-1
CHAPTER 3 - ADMINISTRATIVE AND OPERATING PROCEDURES	
300. Purpose	3-1
301. Responsibilities	3-1
302. Qualifications of Mailclerks and Mail Orderlies	3-3
303. Designation of Mailclerks, Mail Orderlies, and Unit Postal Officers	3-4
304. Training Requirements	3-4
305. Control and Maintenance of DD Form 285	3-5
306. Relief of Designated Personnel	3-5
307. Unit Mailroom and Postal Service Center Inspections	3-6
308. Purchase of USPS Money Orders (MOs) and Stamps by Unit Mailclerks and Mail Orderlies	3-6
309. Security of Mail	3-7
310. Mail Bombs	3-9
311. Complaints and Inquiries	3-9
312. USPS Forms and Labels	3-10
313. Service Standards	3-10

CHAPTER 4 - RECEIPT AND DELIVERY OF MAIL AT MILITARY POST OFFICES,
UNIT MAILROOMS , AND POSTAL SERVICE CENTERS

400.	Purpose	4-1
401.	General	4-1
402.	Mail Processing and Distribution	4-1
403.	Delivery of Official Mail	4-2
404.	Delivery of Personal Mail	4-2
405.	General Delivery	4-3
406.	Delivery of Accountable Mail (Registered, Numbered Insured, Certified, and Express Mail)	4-4
407.	Mail Service for Confined Personnel	4-6
408.	Outgoing Mail	4-6
409.	Free Mailing Privilege	4-6
410.	Intratheater Delivery Service (IDS)	4-7

CHAPTER 5 - MAIL DELIVERY RECEPTACLES

500.	Purpose	5-1
501.	General	5-1
502.	Assignment of Receptacles	5-1
503.	Maintenance of Receptacles and Receptacle Record Cards	5-2
504.	Checking Assigned Receptacles	5-3
505.	Keys and Combinations	5-3
506.	Delivery of Mail through the Receptacles	5-4
507.	Withdrawal of Receptacles	5-5

CHAPTER 6 - DIRECTORY SERVICE

600.	Purpose	6-1
601.	General	6-1
602.	Postal Directory	6-1
603.	Mail not Entitled to Directory Service	6-2
604.	* Directory Mail	6-2
605.	Processing Instructions for Undeliverable as Addressed Mail	6-3
606.	Mail for Units Returned to the United States/Inactivated Units	6-6
607.	Mail Directory Service for Decommissioned Ships and Disestablished Stations	6-7
608.	Handling Mail for Casualties	6-8

CHAPTER 7 - POSTAL OFFENSES AND LOSSES

700. Purpose	7-1
701. General	7-1
702. Postal Offense Reporting	7-2
703. Catastrophes	7-2
704. Catastrophe Reporting	7-2
705. Delivery of Mail Previously Reported Lost, Stolen, Rifled, Delayed, Destroyed, or Intercepted	7-3
706. Designation of Investigating Officers	7-3
707. Transmission of Documents	7-3

APPENDICES

A. Definitions and Acronyms	A-1
B. Supplemental Postal Agreement: Administrative Details	B-1
C. Unit Mailroom (UMR) and Postal Service Center (PSC) Inspection Checklist	C-1
D. Guidelines for Providing Postal Services on Military Installations, USPS Publication 38A, June 1983	D-1
1. Index	1-1

FIGURES

<u>Figure</u>	<u>Title</u>	<u>Page</u>
5-1	Numbering of Receptacles	5-6
5-2	A Sample Storage Bin For Easy Sorting and Identification of Articles Awaiting Delivery	5-7
7-1	Reporting Postal Offenses and Losses	7-5
7-2	Required Actions Involving Postal Offenses	7-6
7-3	Sample Electronic Message With Instructions for Preparing Notification of Postal Offenses, Incidents, or Catastrophes	7-7

f ' "

TABLES-- , - - - "

<u>Table</u>	<u>Title</u>	<u>Page</u>
6-1	Treatment of Undeliverable as Addressed Express Mail, First-Class Mail including Postal and Postcards, and First-Class Zone Rated (Priority) Mail	6-10
6-2	Treatment of Undeliverable as Addressed Second-Class Mail	6-11
6-3	Treatment of Undeliverable as Addressed Third-Class Bulk Business Rate Mail	6-12
6-4	Treatment of Undeliverable as Addressed Third-Class Single Piece Rate Mail	6-13
6-5	Treatment of Undeliverable as Addressed Fourth-Class Mail	6-14
6-6	How to Endorse Mail	6-15

REFERENCES

- (a) USPS-DOD Agreement, 22 February 1980
- (b) Title 10, United States Code, Chapter 47, "The Uniform Code of Military Justice"
- (c) Title 39, United States Code, Section 3401(a)
- (d) USPS Publications 1, 3401(a)
- (e) DoD Directive 4000.25, "Administration of Defense Logistics Standard Systems," 18 Nov 1983
- (f) OPNAV PO9B2-107(85), "Standard Navy Distribution List," Part-1, 1 Nov 1985
- (g) NAVMC 2766, "List of Marine Corps Activities," 2 Mar 84
- (h) DoD Instruction 4525.7, "Military Postal Service and Related Services," 2 Apr 1981

¹ Includes the Domestic Mail Manual (DMM) and USPS Publication 38A. Information on acquiring USPS publications can be obtained on request from the Executive Director, MPSA-OP, Alexandria, Va 22331-0006.